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**October 10, 2014**

**To: All Interested Bidders**

**RE: COMMUNITY RESOURCE CENTER PROGRAM BID SPECIFICATIONS**

**Proposal Submission Deadline: Thursday, November 20, 2014 at 3:00 p.m.**

**Addendum #1**

The following constitutes Addendum #1 to the above-referenced solicitation. This addendum is divided into the following parts:

Part 1: Answers to questions.

Part 2: Additions, deletions, clarifications and modifications to the RFP

It is the sole responsibility of the Bidder to be knowledgeable of all of the additions, deletions, clarifications and modifications to the RFP and/or the New Jersey Standard Terms and Conditions relative to this RFP as set forth in all addenda.

All other instructions, terms and conditions of the RFP shall remain the same.

## **PART 1**

### **COMMUNITY RESOURCE CENTER PROGRAM BID SPECIFICATIONS**

#### **ANSWERS TO QUESTIONS**

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number (s) and section, where applicable.

#### **1. Section: Public Notice - C**

**Page: 8**

**Question:** *Section C. Amount of money in the program (RFP p. 8) states, "Total amount of available funding for Fiscal Year 2015 is approximately \$8,581,000 to be paid on a fee-for-service basis with no guarantee of a minimum." However, Section 1.3 Target Population and Program Size (p. 13) states, "In order to ensure the Contractor is able to provide adequate staffing and services, the NJSPB will guarantee minimum reimbursement at the applicable per diem rate for 40 participants on each day of program operation (Monday-Saturday)."*

- a) Could the NJSPB please clarify whether it will provide a minimum guarantee?*
- b) Does the guaranteed minimum reimbursement for 40 participants include on-site and off-site clients or just on-site clients?*

**Answer:**

- a. The NJSPB will guarantee minimum reimbursement at the on-site CRC Program reimbursement rate for 40 participants on each day of program operation, which is not to be misconstrued as a guaranteed minimum dollar amount with respect to the funding reference contained in Section C. Amount of Money in the Program.
- b. Payment for 40 participants is inclusive of both on-site and off-site program participants. However, the minimum guaranteed payment is based upon the on-site per diem rate.

#### **2. Section: Public Notice – Subsection C. and Section 1.3 Pages: 8 and 13**

**Question:** *Section C of the Public Notice on page 8 states: "Total amount of available funding for Fiscal Year 2015 is approximately \$8,581,000 to be paid on a fee-for-service basis with no guarantee of a minimum." Section 1.3 on page 13 states that "...the NJSPB will guarantee minimum reimbursement at the applicable per diem rate for 40 participants on each day of program operation (Monday-Saturday)." Please clarify.*

**Answer:** Please refer to the answer to Question #1.

#### **3. Section: 1.3**

**Page: 13**

**Question:** RFP page 13, Section 1.3 Target Population and Program Size states that "In order to ensure the Contractor is able to provide adequate staffing and services, the NJSPB will guarantee minimum reimbursement at the applicable per diem rate for 40 participants on each day of program operation (Monday - Saturday)." We understand that there will be no reimbursement for holidays that the CRC facility is closed. Section 1.3 appears to conflict with RFP page 8, Item C, which states that the "Total amount of available funding for Fiscal Year 2015 is approximately \$8,581,000 to be paid on a fee-for-service basis with no guarantee of a minimum."

- RFP page 49-50, Section 7.11 Accountability defines certain reimbursement restrictions, which would reduce per diem rates. Based on the RFP's stated objective of establishing a minimum reimbursement guarantee to help ensure that the Contractor is able to provide adequate staffing and services, it is our understanding that the minimum guaranteed reimbursement is not subject to the reimbursement restrictions noted in Section 7.11. In other words, the Section 7.11 reimbursement restrictions only apply when there are more than 40 Supervised Offenders actively participating in the CRC program, and then apply only to the above 40 census. If that is not the case, applying the Section 7.11 reimbursement restrictions to *all* Supervised Offenders in the CRC program would negate the purpose of a minimum reimbursement guarantee.
- In order to ensure that all Bidders are fairly evaluated according to the per diem, per person rate set forth in their proposals, it is imperative that Bidders clearly understand NJSPB policy for the minimum reimbursement guarantee and the associated restrictions. To help clarify NJSPB policy, please respond to the following questions and statements:

- a. Please confirm that the NJSPB will guarantee payment of a minimum of 40 slots per site, at the per diem rate for that population level.

b. Please confirm that the guaranteed per diem payment – at the appropriate per diem rate – is intended to provide Contractors with predictable and stable funding to allow for the required staffing and services, and that the guaranteed per diem payment is not subject to other restrictions or qualifying events (other than eligible billing days, as otherwise noted).

c. Please specify how each of the following scenarios would be reimbursed:

- Scenario #1: On a Monday, the CRC facility's active roster is 35 Supervised Offenders
- Out of the 35, 20 Supervised Offenders met all program requirements (reported to the CRC as scheduled, received at least 3 hours of on-site programming/services)
- 10 Supervised Offenders participated in verified employment and did not report to the CRC
- 5 Supervised Offenders failed to report to the CRC as scheduled
- Scenario #2: On a Monday, the CRC facility's active roster is 45 Supervised Offenders
- Out of the 45, 30 Supervised Offenders met all program requirements (reported to the CRC as scheduled, received at least 3 hours of on-site programming/services)
- 12 Supervised Offenders participated in verified off-site activities and did not report to the CRC
- 3 Supervised Offenders failed to report to the CRC as scheduled

For each of the above scenarios, please use a fictitious per diem rate (for 1-50 participants) of \$10/day to illustrate a proper invoice for each case, and to illustrate how the Contractor would be reimbursed for Supervised Offenders who are above the minimum reimbursement guarantee.

Finally, please provide clarification on how individual Supervised Offenders are assigned to the minimum guarantee of 40 participants, and how individual Supervised Offenders are identified as being above 40 participant minimum guaranteed.

**Answer:**

a. Confirmed.

b. Confirmed.

**c. Scenario # 1:**

Per diem rate = \$10

# of offenders = 35

Guaranteed payment for minimum of 40 offenders of \$10

**Total reimbursement = \$400**

**Scenario # 2**

Per diem rate = \$10

# of offenders = 45

40 @ per diem rate of \$10 = \$400

2 off site not compensated for = \$0

3 FTR not compensated for = \$0

**Total reimbursement = \$400**

**Answer:** Supervised Offenders will be referred/assigned to the respective CRC Program as determined by the NJSPB and by the Administrative Office of the Courts and Juvenile Justice Commission with the approval of the NJSPB. Any Supervised Offenders referred to the CRC program above the number of 40 CRC Program participants will not be identified in any special manner. Their status will be that of a full CRC Program participant. Any Supervised Offenders reporting to the CRC Program for post-discharge group services as outlined in Section 3.4 Job Coaching and Retention Following CRC Program Completion will not be counted as included in the 40 participant minimum.

**4. Section: Public Notice – Subsection C.**

**Page: 8**

**Question:** *A. Will an agency make a request from the \$8,581,000 funds for a 3-year period as cited in the same paragraph for each award made? B. If the agency is requesting an opportunity to service 126 parolees, at the per diem rate of \$42.00 per person, what would be an expected annual payment for days of employment since there is great emphasis on preparation and acquisition of jobs?*

**Answer:**

- a. Yes. Please refer to Section 12.2 Contract Term and Extension Option.
- b. Annual payment for days of Supervised Offender employment cannot be pre-determined.

**5. Section: Public Notice – Subsection E.**

**Page: 8**

**Question:** *Can we be considered “an appropriately licensed facility?” This is a non-profit (401c3) agency that has a NJ Business Identification number and a NJ license to operate an Intensive Outpatient Substance Abuse Program (IOP)?*

**Answer:** Please refer to Section 12.12 – Licenses and Permits.

**6. Section: 2.0**

**Page: 15**

**Question:** *Regarding the term All-Inclusive Hourly Rate, please define “portal-to-portal expenses” in sentence #2 of definition.*

**Answer:** Portal-to-portal expenses is defined as the time spent by an employee travelling between the entrance to an employer’s property and the employer’s actual job site.

**7. Section: 1.1**

**Page: 10**

**Question:** *Section 1.1 Purpose and Intent (RFP p.10) states that the NJSPB currently has five agencies under contract providing CRC services to 680 Supervised Offenders and seeks to expand the number of Contractors. In addition to expanding the number of Contractors, does the NJSPB also anticipate increasing the number of Supervised Offender referrals?*

**Answer:** The NJSPB does not anticipate increasing the number of Supervised Offender referrals to the CRC Program. The overall number of Contractors will be determined by the number of proposals submitted, the requirements of the NJSPB, and the outcome of the competitive bidding process.

**8. Section: 1.2**

**Page: 11**

**Question:** *On page 11 the RFP indicates the locations of current Parole District Offices. In Cumberland County the DPO is listed as Bridgeton. Should this be Vineland or was the DPO relocated to Bridgeton?*

**Answer:** The District Parole Office has been relocated to Bridgeton, NJ.

**9. Section: 1.2**

**Page: 11**

**Question:** *On page 11 the RFP indicates the locations of current Parole District Offices. In Cumberland County the DPO is listed as Bridgeton. Should this be Vineland or was the DPO relocated to Bridgeton?*

**Answer:** Please refer to the answer to Question #8.

**10. Section: 1.2**

**Page: 11**

**Question:** *The RFP indicates that the variable per diem rate is not required. Does this mean that Bidders have the option of bidding a single rate or a variable rate based on census?*

**Answer:** No. The NJSPB is requiring a single, per diem rate with no variable rate.

**Question:** *The RFP indicates that the variable per diem rate is not required. Does this mean that Bidders have the option of bidding a single rate or a variable rate based on census?*

**Answer:** Please refer to the answer to Question #10.

**Question:** *Will a graduated per diem reimbursement rate be acceptable or is the NJSPB requesting a flat per diem rate?*

**Answer:** Please refer to the answer to Question #10.

**Question:** *Page 12, Section 1.2 notes various LSI-R reimbursement rates all over \$40.00 while page 36 states a different rate. Please clarify.*

**Answer:** Section 1.2 reflects the existing reimbursement rates for the conducting of a Level of Service Inventory – Revised. Reimbursement rates for this RFP are for the conducting of risk assessments as reflected in RFP Section 3.34 Conducting of Risk Assessments (Non Full-Time CRC Program Participants).

**Question:** *Section 1.2 Background (RFP p.13) lists the total number of contracted beds as 610. Approximately how many Supervised Offenders does NJSPB anticipate will be referred for CRC program services for each of the contract years?*

**Answer:** The use of the term beds is inaccurate. At this time, the NJSPB is unable to determine the approximate number of future referrals of Supervised Offenders to the CRC Program.

**Question:** *Approximately what percentage of referrals will be male versus female?*

**Answer:** While the actual percentage of male versus female CRC Program referrals cannot be determined at this time, the current percentage of female offenders under NJSPB supervision is approximately 5%.

**Question:** *Approximately how many Supervised Offenders will be referred to the CRC programs solely for risk assessment?*

**Answer:** This figure cannot be determined at this time.

**Question:** *Is the “guaranteed minimum reimbursement at the applicable per diem rate for 40 participants on each date of program operation (Monday-Saturday)” at 100% of the Bidder’s per diem (the rate to be shown on Line K. of cost sheet on page 109)?*

**Answer:** Yes.

**Question:** *Page 14, Section 1.4 states Contractor will not be reimbursed for a client that exceeds their maximum expiration date. Will NJSPB allow extensions to expiration date when needed?*

**Answer:** The term maximum expiration date in Section 1.4 Program Length of Stay refers to the date in which the supervision component of an offender's sentence is completed. Regarding the issue of extensions to CRC Program participation, please refer to Section 3.3 Extended Length of CRC Program Participation.

**Question:** *Section 3.0 Scope of Work (RFP p. 20) states, "Upon receipt of a properly executed Release of Information form, the NJSPB will provide the Contractor with copies of classification material in the possession of the NJSPB which include the Judgment of Conviction, Pre-Sentence Investigation, Level of Service Inventory-Revised (provided one has been conducted), applicable psychological report(s) and medical form." Does the above-mentioned statement mean that offenders referred to the CRC, will report to the program prior to their classification material arriving?*

**Answer:** Yes. In these instances, the NJSPB or the agency responsible for the offender's supervision will provide the classification material to the Contractor in a timely manner.

**Question:** *Under which set of ACA standards is accreditation of the CRC's required?*

**Answer:** Adult Residential Community Services, 4<sup>th</sup> Edition.

**Question:** *With closing for all State holidays and the prospect of closing on Sundays while simultaneously requiring an additional dinner meal five times a week, does the NJSPB recognize this will drive up the cost of the CRC?*

**Answer:** Bidders should incorporate all applicable costs into their per-diem rate.

**Question:** *Section 3.1 Hours of Operation (RFP p. 21) states, "The Contractor shall have trained case management staff on the premises at all times (including evenings and weekends) to provide a minimum of two (2) five (5) hour segments of programming each day Monday through Friday from 9:00 a.m. to 2:00 p.m. and from 2:00 p.m. to 7:00 p.m. to accommodate all Supervised Offenders, including those who have valid reasons (employment, school, verified illness, etc.) to require scheduling flexibility to support their programming needs." Will supervised offenders have the option of attending either (9A.M.-2:P.M., or 2-7 P.M.) program session?*

**Answer:** Yes. However, the determination of the individual scheduling of Supervised Offender participation in the CRC Program will be made by the NJSPB representative or representative of the agency responsible for the offender's supervision and the respective CRC Program.

**Question:** *Please clarify that offenders are not required to attend a full five-hour segment, but rather just the time needed to receive required program services.*

**Answer:** Please refer to the answer to Question #22.

**24. Section 3.1**

**Page: 21**

**Question:** *The RFP requires the CRC to be open six days a week. Can the CRC be open 7 days a week?*

**Answer:** No.

**25. Section 3.3**

**Page: 22**

**Question:** *Section 3.3 Job Skills, Employment Search and Placement Counseling (RFP p. 22) states, "The Contractor shall ensure that each Supervised Offender that is employed while enrolled in the CRC Program completes an arrival and departure telephone contact call to the CRC Program from the employment location. The telephone contact call shall be documented, in writing, by the Contractor and serve to account for the Supervised Offender's whereabouts when not physically at the CRC Program and serve as verification of an off-site activity to authorize payment by the NJSPB." Would the NJSPB accept other documents, like pay stubs, in place of telephone calls, as proof of employment?*

**Answer:** Additional documentation requirements will be provided to the Contractor by the NJSPB Fiscal and Administrative Services Unit. The Contractor must provide this required documentation to the NJSPB Fiscal and Administrative Services Unit in addition to telephonic verification of attendance at an employment site.

**26. Section: 3.3**

**Page: 22**

**Question:** *Can clients that are receiving SSI/SSD be exempt from job training?*

**Answer:** Individual determinations regarding Supervised Offenders receiving SSI/SSD being exempt from job training will be made in conjunction with the NJSPB representative or representative of the agency responsible for the offender's supervision and the CRC Program.

**27. Section: 3.3**

**Page: 22**

**Question:** *Our current employment services cover components of discharge plans. Is the NJSPB asking for separate components specific to discharge?*

**Answer:** Yes. The NJSPB is asking that separate components with respect to the employment of Supervised Offenders be incorporated in the discharge plan.

**28. Section: 3.4**

**Page: 24**

**Question:** *Section 3.4 Job Coaching and Retention Following CRC Program Completion (RFP p. 24) states, "The provision of job retention programming shall be outside of CRC Program services and shall be provided on an outpatient basis." And, "The Contractor shall be compensated for all job retention case management activities that occur during the first 60 days after completion of the full CRC Program." But this section also requests, "A description of the specific job coaching and job retention programming to assist Supervised Offenders in maintaining employment that has been secured while in the CRC Program."*

*Could the NJSPB please clarify? Is the Contractor to provide these services to Supervised Offenders engaged in the CRC program and then to provide referrals and case management after program completion only to those offenders that were identified as having such need?*

**Answer:** All Supervised Offenders enrolled in the CRC Program are required to receive job coaching and job retention skills programming. In addition, Section 3.4 Job Coaching and Retention Following CRC Program Completion specifically provides for NJSPB referrals of supervised offenders following the completion of the CRC Program for job coaching and job retention services on an outpatient basis, with compensation provided to the Contractor following the provision of these services.

**29. Section 3.4**

**Page: 24**

**Question:** *On page 24 the RFP indicates that job retention case management activities (job coaching) are reimbursable at a rate of \$15.00 per session. NJDVR currently reimburses at a rate of \$51.00 per session. Is the \$15.00 rate accurate?*

**Answer:** Yes. Furthermore, the \$15.00 per service per session rate is for each Supervised Offender in a group session, which shall not exceed eight (8) Supervised Offenders per group.

**30. Section 3.4**

**Page: 24**

**Question:** *On page 24 the RFP indicates that job retention case management activities (job coaching) are reimbursable at a rate of \$15.00 per session. NJDVR currently reimburses at a rate of \$51.00 per session. Is the \$15.00 rate accurate?*

**Answer:** Please refer to the answer to Question #29.

**31. Section: 3.4**

**Page: 24**

**Question:** *Section 3.4 Job Coaching and Retention Following CRC Program Completion (RFP p. 24) states, "The provision of job retention programming shall be outside of CRC Program services and shall be provided on an outpatient basis. These services shall include, at a minimum, the provision of employment support groups, developing structured intervention techniques to help the Supervised Offender learn to perform job tasks to the employer's specifications and creating a contingency plan to identify and respond to job loss triggers."*

*Is there a minimum number of hours per week that such services must be provided on an outpatient basis?*

**Answer:** There are no minimum number of hours per week, however, each individual session shall consist of a minimum of 60 minutes per session.

**32. Section: 3.4**

**Page: 24**

**Question:** *Job retention services following the CRC Program are compensated "...at a rate of \$15.00 per service per session." What constitutes a "service?" and a "session?"*

**Answer:** A service refers to the job coaching and retention services outlined in Section 3.4 Job Coaching and Retention Following CRC Program Completion and a session is defined as a group session consisting of a minimum of 60 minutes with a maximum of eight (8) Supervised Offender participants.

**33. Section: 3.4**

**Page: 24**

**Question:** *Is there a definition of "Job Coaching?" The NJ Department of Labor and Workforce Development (NJLWD) has an established definition guiding contracted programs with NJLWD.*

**Answer:** Job coaching within this RFP shall include, but not be limited to: the training of an employee by an approved specialist, who uses structured intervention techniques to help the employee learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts. In addition to job-site training, job coaching includes related assessment, job development, counseling, advocacy, travel training and other services needed to maintain employment.

**34. Section: 3.4**

**Page: 24**

**Question:** *Section 3.4 Job Coaching and Retention Following CRC Program Completion (RFP p. 24): To date, it has been the NJSPB's preference that communication with employers be limited (so as not to disclose supervision status). The services described in this section require significant communication/interaction between CRC providers and employers (i.e. on-site job coaching, review of employer policies, etc.). Will providers be expected to coordinate these services without full disclosure of the client's supervision status?*

**Answer:** Yes, unless directed otherwise by the NJSPB representative.



**35. Section: 3.5**

**Page: 25**

**Question:** *Page 25, Section 3.5 states that the Contractor shall provide the Phoenix Curriculum and that “the anti-gang curriculum proposed by the Contractor shall be reviewed...” Will a different anti-gang curriculum be accepted?*

**Answer:** No. In Section 3.5 the sentence “The anti-gang curriculum proposed by the Contractor shall be reviewed and approved by the NJSPB prior to implementation” is deleted. Please refer to Part 2, #2 of this Addendum.

**36. Section: 3.5**

**Page: 25**

**Question:** *RFP page 25, Section 3.5 Life Skills Training states that the Contractor shall provide the Phoenix curriculum to address gang activities and affiliations. Can Contractors provide a different curriculum to appropriately address gang issues?*

**Answer:** Please refer to the answer to Question #35.

**37. Section: 3.6**

**Page: 26**

**Question:** *If a Contractor is proposing referring for services requested within the RFP, most other vendors' curriculum is proprietary, will it be acceptable to leave out their specific curriculum from the proposal and state because of proprietary reasons?*

**Answer:** No, the Contractor may not leave out specific details regarding their proposed curriculum from their bid proposal.

**38. Section: 3.8**

**Page: 26**

**Question:** *Section 3.8 Drug and Alcohol Monitoring (RFP p. 26) states, “The Contractor shall test for the presence of the following drugs: cocaine, opiates, amphetamines, methamphetamines, cannabinoids, phencyclidine, suboxone, barbiturates, benzodiazepine and synthetic cannabinoids.” Is the CRC program required to test each supervised offender for all of the drugs listed above, at a minimum of once per month?*

**Answer:** Yes.

**39. Section: 3.8**

**Page: 26**

**Question:** *Is Redwood Technology Laboratory considered a Subcontractor on this effort? If so, please provide a point of contact to obtain necessary Subcontractor paperwork?*

**Answer:** The RFP provision requiring Contractors to utilize Redwood Toxicology Laboratory has been deleted from the RFP. Please refer to Part 2, #3 of this Addendum.

**40. Section: 3.8**

**Page: 26**

**Question:** *Has the NJSPB negotiated a rate with Redwood Toxicology? If so, are Contractors allowed to be billed at this rate? The new requirements for drug screenings will significantly increase the cost of screenings to vendors.*

**Answer:** Please refer to the answer to Question #39.

**41. Section: 3.8**

**Page: 27**

**Question:** *Is Breathalyzer testing with an Alco-Sensor machine acceptable instead of using a swab or urine?*

**Answer:** No.

**Question:** *Please provide the NJSPB parole supervision standards regarding alcohol testing referred to on page 27.*

**Answer:** As indicated in Section 3.8 Drug and Alcohol Monitoring, the NJSPB shall provide training to Contractor's staff concerning the administration of alcohol testing.

**Question:** *With all the GED testing sites available in NJ and the added cost to Contractors to become GED approved testing sites, please clarify if it is acceptable for a Contractor to opt out of becoming a GED testing site.*

**Answer:** Yes.

**Question:** *Are we required to test clients who already have their GED's?*

**Answer:** No, TABE testing is only required to be conducted for Supervised Offenders not possessing a high school diploma or GED.

**Question:** *Parole Officers are presently telling us clients are not mandated to education. Is this RFP a shift away from that thinking as education is emphasized in the RFP?*

**Answer:** The Contractor must adhere to the provisions of Section 3.10 Computer Supported Educational and Vocational Programs.

**Question:** *If a Contractor proposes to provide sex offender counseling services, should the proposal include pricing for these services?*

**Answer:** Yes, subject to the review and approval of the NJSPB. Please refer to Section L. Proposed Per Diem, Per Person Rate for Sex Offender Counseling Services.

**Question:** *For each of the existing CRC Programs, how many Supervised Offenders receive sex offender counseling services?*

**Answer:** Currently, three (3) CRC Programs in Newark, Paterson and Camden are contracted to provide sex offender counseling services. The current monthly average of Supervised Offenders receiving sex offender counseling services at these three (3) CRC Program is as follows: 86 Supervised Offenders in Newark; 57 Supervised Offenders in Paterson and 51 Supervised Offenders in Camden.

**Question:** *In Section 3.13 it states "The Contractor shall provide adequate space....at the Contractor's expense...for utilization by any provider contracted by the NJSPB to provide sex offender counseling services." If we are providing sex offender counseling are you saying that we have to provide space to another contracted vendor of the NJSPB within one of our facilities?*

**Answer:** Yes, as outlined in RFP Section 3.13 Classroom Space for Sex Offender Counseling.

**49. Section: 3.14**

**Page: 28**

**Question:** *Section 3.14 Supervised Offender Supervision (RFP p. 28) refers to approved passes. Are Supervised Offenders with approved passes considered billable days at an on-site per diem or would they be considered billable at the off-site client per diem?*

**Answer:** Approved documentation allowing for off-site activities will be billable under an off-site activity as outlined in Section 7.11 Accountability.

**50. Section: 3.14**

**Page: 28**

**Question:** *Section 3.14 implies that a contact call is sufficient documentation for an approved off site activity. Please clarify.*

**Answer:** A contact call itself does not constitute sufficient documentation for an approved off-site activity.

**51. Section: 3.15**

**Page: 29**

**Question:** *As indicated by Evidence Based Practices (EBP) services are identified through a risk-needs assessment. The RFP is dictating a mandated number of hours per service. Will graduated levels of services be allowed for lower level vs. higher level offenders if assessments and EBP's are being used to dictate?*

**Answer:** Yes, as determined by the NJSPB representative or representative of the agency responsible for the offender's supervision in conjunction with CRC Program staff. Any modifications to programming hours must be thoroughly documented in the Supervised Offender's individualized service plan. However, minimum on-site hours of service as contained in Section 7.11 Accountability must be maintained.

**52. Section: 3.15**

**Page: 29**

**Question:** *Can the NJSPB define "ability to provide other assessments" as noted in Section 3.15. We are concerned about the mental health assessments as the State of NJ allows an LCSW to complete mental health assessments and assign a diagnosis. Are we going to be held to this standard?*

**Answer:** While Section 3.15 of the RFP requires an assessment for special needs, the NJSPB will not be requiring the Contractor to be held to the standard of assigning a mental health diagnosis.

**53. Section: 3.16**

**Page: 30**

**Question:** *Can reassessments be placed in electronic data collection instead of a client's file?*

**Answer:** No.

**54. Section: 3.16**

**Page: 30**

**Question:** *Level of Service Inventory-Revised evaluations are done every 180 days. For clients discharging in 90 days will a different assessment be acceptable or is the NJSPB asking Contractors to reassess using the LSI-R?*

**Answer:** As indicated in Section 3.16, the NJSPB is only requiring the Contractor to conduct a reassessment on a Supervised Offender when circumstances require same. If such a request is made by the NJSPB, the LSI-R is the current risk assessment instrument utilized by the NJSPB.

**Question:** *Please clarify the extent to which “The Contractor shall be required to provide financial assistance to any Supervised Offender requiring such assistance in obtaining the identification documents described above.”*

**Answer:** Financial assistance provided by the Contractor will be for the associated fees for the procurement of said identification documentation.

**Question:** *Section 3.17 Identification Documents (RFP p. 30) states, “The Contractor shall be required to provide financial assistance to any Supervised Offender requiring such assistance in obtaining the identification documents described above.” Will the NJSPB continue to reimburse the CRC programs for the cost of procuring offender identification documents?*

**Answer:** Yes.

**Question:** *We currently provide some funding for client needs with regards to identification. Will Contractors be expected to cover all expenses for any identification materials needed or will there be a cutoff?*

**Answer:** Individual cases must be reviewed by the Contractor and the NJSPB Community Programs Division and Fiscal and Administrative Services Unit.

**Question:** *Section 3.19 says that clients identified with a mental health disorder are to be referred to an outside provider. Are we no longer able to provide mental health services if we have a clinician?*

**Answer:** Until such time as the CRC Program becomes a mental health treatment agency licensed by the Department of Human Services, Division of Mental Health and Addiction Services, no clinical mental health services may be provided.

**Question:** *Do we need a Memorandum of Agreement to secure a relationship with local medical services?*

**Answer:** As indicated in Section 3.22 Medical Services, the Contractor should provide a written plan to the NJSPB regarding the provision of access to community based medical services for Supervised Offenders participating in the CRC Program and a listing of each site, such as any hospital emergency rooms, other medical facilities, or Federally Qualified Health Centers (FQHC) in the area of the CRC Program.

**Question:** *Can you provide an estimate of the transportation costs or the number of trips for which the vendor will be responsible for each offender?*

**Answer:** No, due to the geographical locations of Supervised Offenders, these estimates will vary.

**Question:** *Once a client is employed is the NJSPB requiring Contractors to continue to provide transportation assistance to clients?*

**Answer:** Yes.

**62. Section: 3.25**

**Page: 33**

**Question:** *Can you confirm that each offender is only entitled to meals that are provided during the time periods that the offender is receiving scheduled services?*

**Answer:** Supervised Offenders shall receive access to meals during the time frames the respective meals are served when they are in attendance at the CRC Program.

**63. Section: 3.33**

**Page: 36**

**Question:** *Parole Officers are currently requesting clients continue past 90 days via verbal approval. Will the NJSPB require written documentation from the Parole Officer for extension in order to allow Contractors to bill at 100%?*

**Answer:** Written documentation from the Parole Officer shall be required for CRC Program extensions beyond 90 days.

**64. Section: 3.33**

**Page: 36**

**Question:** *Is lack of employment a sufficient reason for extension?*

**Answer:** CRC Program extensions will be granted based upon the individual case circumstances and needs of each Supervised Offender.

**65. Section: 3.34**

**Page: 32**

**Question:** *Would NJSPB reconsider looking at these rates? These rates do not cover a full-time, trained staff member with benefits to administer these assessments.*

**Answer:** No.

**66. Section: 3.34**

**Page: 36**

**Question:** *Section 3.34 Conducting of Risk Assessments (RFP p. 36): Will NJSPB provide additional payment should additional assessment instruments be required by the Department?*

**Answer:** Please refer to Section 12.18 Additional Work and/or Special Projects.

**67. Section 4.1**

**Page: 37**

**Question:** *On page 37 the RFP references conformance to standards. What ACA Manual of Standards would be applicable to the Community Resource Centers?*

**Answer:** Please refer to the answer to Question #20.

**68. Section: 4.3**

**Page: 37**

**Question:** *How does the NJSPB anticipate Contractors handle the install of a generator?*

**Answer:** The Contractor shall be responsible for providing the installation of a generator with respect to each CRC Program facility.

**69. Section: 4.3**

**Page: 37**

**Question:** *Will the generator and all associated costs, i.e. electrical upgrades, testing, etc. be covered as a start-up cost, i.e. cost reimbursement?*

**Answer:** There is no provision for start-up funding within the RFP.

**70. Section: 4.3**

**Page: 37**

**Question:** *RFP page 37, Section 4.3 – Facility Maintenance, Sanitation and Housekeeping states that auxiliary power source generators must be on site. This requirement is also listed on RFP page 51, Section 7.15 and on RFP page 52, Section 7.16. However, many landlords typically will not approve installation of a generator that only serves a single tenant and/or may not have the available space needed for a generator. Please consider removing the requirement for a generator, and change this language to require that Contractors provide battery-powered emergency lights and exit signs. Battery-powered emergency lights and exit signs often comply with all local codes for non-residential, commercial office spaces.*

**Answer:** This requirement will not be modified by the NJSPB.

**71. Section: 4.10**

**Page: 38**

**Question:** *Clients are required to be constructively engaged at all times. Will the NJSPB consider removing the TV, DVD and sofa requirements to the day room?*

**Answer:** No.

**72. Section: 4.10**

**Page: 38**

**Question:** *Will the NJSPB leave client recreational time activities to the discretion of the Contractor?*

**Answer:** All Supervised Offender activities must be in compliance with the requirements of the RFP.

**73. Section: 4.11**

**Page: 39**

**Question:** *The RFP structure dictates morning and evening sessions for groups, classes, etc. Is full capacity defined as the total number of clients during each session, i.e. 15 clients in the morning vs. 20 clients in the evening or as total number of clients seen within that day, i.e. 35?*

**Answer:** Full capacity is defined as the total number of clients seen within each CRC Program service day.

**74. Section: 4.11**

**Page: 39**

**Question:** *RFP page 39, Section 4.11 Computer Lab/Educational Classroom(s) states that the Contractor must provide classrooms that can accommodate up to 50% of the total number of Supervised Offenders at full capacity. Please confirm that Contractor classrooms must accommodate 50% of the total number of Supervised Offenders at full capacity, at any given time.*

**Answer:** Yes, that is confirmed.

**75. Section: 4.14**

**Page: 39**

**Question:** *RFP page 39, Section 4.14 – Additional Office Space at CRC Programs in Atlantic and Union Counties states that the Contractor shall provide additional office space at the CRC locations in Atlantic and Union Counties, for use by NJSPB Division of*

*Parole staff. This space should be set aside from CRC operations by a wall with separate access and egress. Can Contractors provide this additional space on a separate suite, on a lower floor of the same building that houses the CRC Program?*

**Answer:** Section 4.14 has been deleted from the RFP. Please refer to Part 2, #4 of this Addendum.

**76. Section: 4.15**

**Page: 40**

**Question:** *Section 4.15 Emergency Operations (RFP p. 40) states, "Any offender under NJSPB supervision that is required to report to the CRC Program for regular offender reporting shall generate compensation to the Contractor of \$10.00 for each offender reporting to the CRC Program each day during emergency operations." Will the NJSPB implement a formal system to inform the CRC programs of all instances in which an offender has been required to report to the CRC?*

**Answer:** Yes, notification will be made by the Command Staff of the applicable District Parole Office and the Community Programs Division.

**77. Section: 4.15**

**Page: 40**

**Question:** *In the event that an emergency operations situation results in the diversion of regular offender reports to the CRC, is the Contractor's \$10 billable rate expected to include the provision of meals and/or any other CRC services provided at the CRC site?*

**Answer:** No, the \$10.00 billable rate is for the sole purpose of Supervised Offender reporting due to NJSPB Division of Parole District Office emergency situations.

**78. Section: 4.15**

**Page: 40**

**Question:** *If Contractors are required to be open during an emergency will Contractor be reimbursed for services, i.e. groups run during said emergency?*

**Answer:** Section 4.15 refers to NJSPB Division of Parole District Office emergency situations. Contractors will not be open during an official declaration of a State of Emergency.

**79. Section: 4.16**

**Page: 40**

**Question:** *Will the cost of the installation of the data closet be covered as startup?*

**Answer:** No.

**80. Section: 4.16**

**Page: 40**

**Question:** *Does the NJSPB have a preferred technology vendor?*

**Answer:** No.

**81. Section: 4.16**

**Page: 40**

**Question:** *Can Contractors be added to any State contract with said technology vendor?*

**Answer:** No.

**82. Section: 4.16**

**Page: 40**

**Question:** *If generator and data collection costs are not going to be provided as one-time start-up funding, then how does the NJSPB propose Contractors budget for these expenses and still stay within Generally Accepted Accounting Principles (GAAP)?*

**Answer:** There is no provision for start-up funding within the RFP. The treatment of certain costs that may be incurred in conjunction with start-up activities should be discussed with an appropriate Accounting professional to ensure conformity with Generally Acceptable Accounting Principles (GAAP).

**83. Section: 4.16**

**Page: 40**

**Question:** *RFP page 40, Section 4.16 – Technology states that the Contractor must provide a data closet and rack space for NJSPB technology equipment, and that a single vendor wiring solution is required to connect the data closet, rack space, and technology equipment. Can Contractors use a secure IT closet/IDF to house all network and phone systems? We understand that Contractors must still ensure that they provide the NJSPB with appropriate power sources and equipment rack space.*

**Answer:** The Contractor must provide a data closet, where wiring for phone and data can reside. If this location is inadequate to host NJSPB technology equipment, then a secondary "secure" location can be supplied but must have connections back to the data closet. This location would act like an extended DMARC for the data wiring. Both locations must follow the same standards set forth in the RFP.

**84. Section: 4.16**

**Page: 40**

**Question:** *Does the NJSPB have a specific vendor they use for testing the data closet? Can Contractors use this vendor as well?*

**Answer:** No.

**85. Section: 4.16**

**Page: 40**

**Question:** *Do you have an estimated cost for testing the data closet?*

**Answer:** No, each line must be tested and certified by the Contractor.

**86. Section: 4.16**

**Page: 40**

**Question:** *Will Contractors be allowed to pull their internet off of equipment in the data closet?*

**Answer:** No.

**87. Section: 6.3**

**Page: 43**

**Question:** *Section 6.3 Program Audits, Inspections and Visitations (RFP p. 2) states, "The Contractor shall maintain a drug-free facility and shall conduct random program interventions to detect the presence of drugs and drug paraphernalia a minimum of once per month and/or as requested by the NJSPB. The results of all program interventions conducted by the Contractor shall be documented and provided to the NJSPB." In addition to supervised offender searches-as described in section 7.13, can the NJSPB provide more detail on approved practices that constitute "random program interventions?"*

**Answer:** Random program interventions practices include law enforcement program interventions and training will be provided to the Contractor following contract award.



**Question:** *Certifications for First Aid are valid for 3 years and CPR for 2 years per the American Red Cross. Will the NJSPB reconsider their annual requirements?*

**Answer:** The NJSPB will review, on an annual basis, the status of each CRC Program's First Aid and CPR certifications to determine if they are valid, current and maintained. Please refer to Part 2, #5 of this Addendum.

**Question:** *Section 7.7 notes Parole Officers will monitor clients via GPS and Contractors are not required to do the same however page 49, Section 7.11 states Contractors shall monitor via GPS. Please clarify.*

**Answer:** Section 7.7 Discipline refers to NJSPB supervision of offenders via an electronic monitoring or GPS tracking device. Section 7.11 Accountability refers to the requirement that a Contractor document and verify the Supervised Offender's actual presence at any approved off-site location with a technological device capable of providing GPS tracking technology.

**Question:** *Section 7.7 Discipline (RFP p. 46-47) states, "the NJSPB may utilize electronic monitoring or Global Positioning System (GPS) tracking to account for the location of Supervised Offenders who are assigned to the CRC Program as appropriate. However, the Contractor is not required to provide such services." However, Section 7.11 Accountability (RFP p. 49) states, "In order to document and verify the Supervised Offender's actual presence at any off-site activity, the Contractor shall provide each Supervised Offender with a technological device capable of providing Global Positioning System (GPS) tracking report verification." Could the NJSPB please confirm which statement applies?*

**Answer:** Please refer to the answer to Question #89.

**Question:** *RFP page 49, Section 7.11 – Accountability states that the Contractor shall provide each Supervised Offender with a GPS device in order to document and verify Supervised Offender presence at off-site activities. Please provide further clarification regarding this requirement. We understand the NJSPB maintains separate contracts for electronic monitoring/GPS and RFP pages 46-47, Section 7.7 – Discipline state that the Contractor is not required to provide electronic monitoring or GPS tracking services under this RFP.*

**Answer:** Please refer to the answer to Question #89.

**Question:** *Will signature pads be an acceptable use for validation of attendance at the CRC?*

**Answer:** Yes, provided they are electronic signature pads capable of validating on-site attendance.

**Question:** *Are there any types of off-site activities that are not billable even if requirements are met (proper approval, proof of notice to NJSPB Division of Parole Representative, and verifying documentation)?*

**Answer:** Individual circumstances will dictate whether the NJSPB approves each off-site activity.

**Question:** *Given that all technology can break down, i.e. system errors, breaks, etc. will manual, i.e. physical signatures, be acceptable forms of identification?*

**Answer:** In the event that a Contractor's electronic verification system malfunctions, physical signatures will be acceptable forms of identification. In such circumstances, the Contractor shall immediately notify the NJSPB and is expected to begin immediate repairs to the system and restore its functionality.

**Question:** *Can the NJSPB clarify what supportive documentation will look like for offsite activities as per Section 7.11.*

**Answer:** The supportive documentation format will be provided by the NJSPB Fiscal and Administrative Services Unit following contract award.

**Question:** *If a Contractor refers a client to a required service will the Contractor be reimbursed for 50% of their per diem rate?*

**Answer:** Referrals for service must be initiated by the NJSPB representative to qualify for reimbursement.

**Question:** *Some EBP curriculum does not match up with the RFP requirements. Does a client have to be engaged in a group for the full 3 hours or is it sufficient to have them onsite for the 3 hours if the group lasts less than 3 hours?*

**Answer:** The group may last less than three (3) hours, however, the Supervised Offender must be on-site at the CRC Program for a minimum of three (3) hours for the Contractor to bill for a full day of CRC Program services.

**Question:** *RFP page 49, Section 7.11 – Accountability states that if a Supervised Offender gains full-time daily employment while assigned to the CRC Program, the Contractor will only be reimbursed (at the off-site activity rate) for the first three days of Supervised Offender employment. For all other Supervised Offenders with full-time daily employment, the Contractor will be reimbursed according to the Job Coaching and Retention compensation rate. Please modify this requirement to allow the Contractor to be reimbursed at the applicable per diem rate for each day (Monday-Saturday, excluding holidays) that a Supervised Offender with full-time employment receives scheduled on-site CRC programming/services and/or participates in a verified off-site activity. Since NJSPB has identified meaningful employment as a critical issue for Supervised Offenders, reimbursing the Contractor for assisting Supervised Offenders in finding and maintaining employment helps sustain focus on this important aspect of the CRC Program.*

**Answer:** This requirement will not be modified by the NJSPB.

**Question:** *Section 7.11. Accountability (RFP p. 50) states, "The Contractor shall ensure that no more than ten (10) Supervised Offenders are engaged in any off-site activities on the same day." In instances where more than ten (10) offenders request to attend a weekly off-site religious services (ex. Jummah), will the NJSPB permit exceptions to the above-mentioned policy?*

**Answer:** No. The Contractor should be able to schedule off-site activities to remain within the limit of ten (10) Supervised Offenders per day.

**100. Section: 7.11**

**Page: 50**

**Question:** *Will there be allowances if the program has 10 offenders pre-approved and engaged in an off-site activity and a District Office calls requiring one or more parolees currently onsite to immediately report to the District Office and then they are detained for the day or for a length of time that results in their inability to return to the program? Will program be reimbursed for the additional parolee(s) off-site?*

**Answer:** In the scenario outlined above, the parolees that were removed from the CRC Program by the NJSPB would not be considered off-site and would be compensated by the NJSPB at the on-site rate.

**101. Section: 7.11**

**Page: 49**

**Question:** *If a client is required to be in the CRC for 3 hours but is fully employed will the Contractor be reimbursed for the full 3 hours at 100% of the time the client is in the program?*

**Answer:** Yes, provided the Supervised Offender participates in the CRC Program for a minimum of three (3) hours.

**102. Section: 7.11**

**Page: 50**

**Question:** *Can the NJSPB clarify only 10 clients being allowed on offsite activities at once? Does this include employment?*

**Answer:** The Contractor shall ensure that no more than ten (10) Supervised Offenders are engaged in any off-site activities on the same day, including employment.

**103. Section: 7.11**

**Page: 50**

**Question:** *Will each program be responsible for developing a procedure postponing entrance to the CRC Program for offender referrals exceeding the combined total of 10? Have the JJC and AOC supervision programs been made aware of this imposed limit?*

**Answer:** The Contractor is not responsible for developing a procedure to postpone entrance to the CRC Program. The NJSPB will advise the JJC and AOC of this imposed limit, which they will not exceed.

**104. Section: 7.11**

**Page: 50**

**Question:** *RFP page 50, Section 7.11 – Accountability states that there shall be no payment to the Contractor for any off-site activities for offenders under JJC and AOC supervision. Please modify this requirement to allow the Contractor to be reimbursed for the verified off-site activities of JJC and AOC Supervised Offenders.*

**Answer:** This requirement will not be modified by the NJSPB.

**105. Section: 7.12**

**Page: 50**

**Question:** *Is an offender who fails to report in a timely manner considered an absconder? If so, at what point in time is that individual considered an absconder?*

**Answer:** The declaration of an offender as an absconder may only be made by the applicable supervising agency.

**106. Section: 7.15**

**Page: 51**

**Question:** *Reference is made to noncriminal contraband. Does the NJSPB have a specific list of noncriminal contraband that should be used by a Contractor?*

**Answer:** No. Noncriminal contraband is determined by each Contractor as outlined in their policies and procedures.

**107. Section: 7.16**

**Page: 51**

**Question:** *With regard to generator auxiliary power supplies, to what extent and for what duration is auxiliary power expected/required? For example, emergency lights only, to support meal service, critical IT functions, etc.?*

**Answer:** Generator power should be sufficient to maintain basic and safe program operations in the event of a power outage for the continuation of services on the day of any such occurrence and as needed, for basic functional operations on any subsequent days in which power is interrupted. Examples include, but are not limited to: preservation of IT functionality, fiscal accountability and required data collection, sustainability of basic programming, (including applicable meal distribution), and any scheduled after hours services.

**108. Section: 8.2**

**Page: 53**

**Question:** *Will Efforts to Outcome (ETO), product of Social Solutions, Inc., meet the requirements of an electronic transparent case management system?*

**Answer:** The Bidder will be required to outline the specific provisions of their electronic transparent case management system in their proposal.

**109. Section: 9.4**

**Page: 56**

**Question:** *Would the NJSPB consider reducing the requirement to have two (2) bilingual staff at the facility at all times while providing the services of one (1) bilingual staff in order to allow for vacation and time off?*

**Answer:** This requirement will not be modified by the NJSPB.

**110. Section: 9.4**

**Page: 56**

**Question:** *RFP page 56, Section 9.4 – Staffing Requirements states that the Contractor shall hire at least two bilingual staff that are present during the entire programming day. At least one bilingual staff member shall possess, at minimum, a Baccalaureate Degree. If a bilingual staff manager is a Case Manager, the Supervised Offender to bilingual staff ratio shall not exceed 25:1. Strictly adhering to these requirements could significantly slow the hiring process and unnecessarily drive up costs to the NJSPB. Can Bidders simply demonstrate their method for ensuring that all Spanish-speaking Supervised Offenders receive bilingual services as needed?*

**Answer:** Please refer to the answer to Question #109.

**111. Section: 9.4**

**Page: 56**

**Question:** *Can we use related fields or is Social Work the only field acceptable?*

**Answer:** Social Work is the only field acceptable.

**112. Section: 9.4**

**Page: 56**

**Question:** *RFP page 56, Section 9.4 – Staffing Requirements states that the Contractor shall ensure that at least one staff member possesses a Baccalaureate Degree in Social Work, a Master's Degree in Social Work, or certification as a Licensed Clinical Social Worker. However, RFP pages 58-59, Sections 9.9-9.13, state that the required staff positions require a Baccalaureate Degree or equivalent in the Social Sciences or a related field. Please confirm that a degree in Social Work is not required for Contractor's CRC staff.*

**Answer:** As per Section 9.4 Staffing Requirements, at least one of the degreed/credentialed staff members must possess a degree or the requisite credentials in Social Work.

**113. Section: 9.4**

**Page: 56**

**Question:** *Is it acceptable to have group facilitators run groups and separate Case Managers meet with clients?*

**Answer:** Yes, provided each group facilitator is trained with written records of completion of appropriate training maintained in their personnel file.

**114. Section: 9.7**

**Page: 57**

**Question:** *Are job descriptions to be submitted with the proposal or with the staffing matrix, which is to be provided within 14 days prior to the facility becoming operational?*

**Answer:** Job descriptions are required to be submitted with the Bidder's proposal.

**115. Section: 9.10**

**Page: 58**

**Question:** *According to Section 9.10 any replacement Program Director needs to be of equal or better qualifications. Does this mean if we hire someone at the highest level we cannot hire any subsequent individuals with lesser qualifications?*

**Answer:** Yes, any replacement shall be with personnel of equal or better qualifications, upon the review and written approval of the NJSPB.

**116. Section: 9.12**

**Page: 59**

**Question:** *Section 9.12 Case Managers, (RFP p. 59) states, "The Contractor shall ensure that at least one (1) Case Manager is certified in cognitive behavioral skills before he/she is hired and in place at the CRC Program on the date of inception of the contract. All other Case Managers shall be certified within sixty (60) calendar days after the service commencement date." Is there a specific certification in cognitive behavioral skills that the NJSPB is referring to?*

**Answer:** No.

**117. Section: 9.13**

**Page: 59**

**Question:** *NIC no longer provides non-profit organizations access to their trainings without a letter from our funding source. Would the NJSPB be willing to write a letter to NIC on our behalf?*

**Answer:** No.

**118. Section: 9.21**

**Page: 61**

**Question:** *If our staff have credentialed/certified training in substance abuse and anger management training are they exempted from this kind of training cited here?*

**Answer:** No.

**119. Section: 11.1**

**Page: 66**

**Question:** RFP page 66, Section 11.1 – Question and Answer Period states that a written response to RFP questions shall be provided to all Bidders that have requested the Bid Specifications. Please specify how these Bidders will receive written responses to RFP questions – i.e. via posting on a website, e-mail notification, etc.?

**Answer:** The responses to RFP questions will be provided to all prospective Bidders that have received the bid specifications and will also be posted on the NJSPB website.

**120. Section: 11.1**

**Page: 66**

**Question:** *In addition to the September 8, 2014 deadline for RFP questions, please set a second, subsequent date to allow Bidders to submit follow-up questions for NJSPB clarification. To help ensure that the NJSPB receives the most compliant, comprehensive and clearly written proposals possible, please provide at least two weeks between the Bidders receipt of the answers to follow-up questions and the deadline for proposal submission.*

**Answer:** There will not be a second, subsequent date for the submission of prospective Bidder RFP questions.

**121. Section: 11.1**

**Page: 67**

**Question:** *Should further clarification be required, will additional questions be considered after the cut-off date for questions?*

**Answer:** Please refer to the answer to Question #120.

**122. Section: 11.2**

**Page: 66**

**Question:** RFP Page 66, Section 11.2 - Submission of Proposal states that if a Bidder submits proposals for more than one site (facility) and/or region, each proposal is required to be completed and submitted separately. In the interest of significantly reducing the volume of documents that the NJSPB receives – and to help streamline the evaluation process – please allow Bidders to submit a single proposal for multiple sites/facilities. We understand that such a proposal should clearly identify each of the locations where the Bidder is proposing to operate a CRC facility, and that separate Price Schedules should be submitted for each individual CRC location/facility.

**Answer:** In accordance with RFP requirements, individual proposals for each CRC Program location/facility must be submitted.

**123. Section: 11.3**

**Page: 67**

**Question:** RFP page 67, Section 11.3 – Addenda: Revisions to this RFP states that all RFP addenda will be provided to all Bidders that have requested the Bid Specifications. Please specify how these Bidders will receive RFP addenda – i.e. via posting on a website, email notification, etc.

**Answer:** Please refer to the answer to Question #119.

**124. Section: 11.6**

**Page: 67**

**Question:** *Please confirm that the one (1) complete original and six (6) copies should be individually bound in 3 ring binders.*

**Answer:** Yes.

**125. Sections: 11.6 and 11.11**

**Pages: 67-69**

**Question:** *Please clarify if Volume 1 and Volume 2 are to be bound separately and if one (1) complete original, six (6) copies, one (1) unbound and one (1) DVD of each individual volume are to be provided resulting in a total of 14 binders, 2 unbound and 2 CD/DVD's.*

**Answer:** Volume 1 and Volume 2 may be submitted as one (1) document within a single binder. However, the Bidder shall ensure the two (2) volumes are clearly marked and separated within their submitted proposal. Please refer to Section 11.6 Number of Bid Proposal Copies.

**126. Section: 11.11**

**Page: 69**

**Question:** *RFP page 69, Section 11.11 – Proposal Content states that the proposal should be submitted in two volumes (Volume 1 and Volume 2). Are Bidders permitted to submit Volume 1 and Volume 2 within the same binder, using tabs to separate the two volumes?*

**Answer:** Yes. Please refer to the answer to Question #125.

**127. Section: 11.10**

**Page: 69**

**Question:** *How would a joint venture be reimbursed for services? For example, would one of the parties serve as lead agency?*

**Answer:** All reimbursements by the NJSPB will only be provided to the Contracted vendor/lead agency.

**128. Section: 11.11**

**Page: 69**

**Question:** *Are there margin restrictions? Are there font type restrictions?*

**Answer:** There are no margin restrictions. Please refer to Section 11.11 Proposal Content regarding font type restrictions.

**129. Section: 11.11**

**Page: 69**

**Question:** *Can graphics and tables contain font size smaller than 12-point?*

**Answer:** No.

**130. Section: 11.11**

**Page: 69**

**Question:** *Please confirm that only narrative and Exhibits and Attachments referenced within the Technical section are not included in the 50 page limit.*

**Answer:** This is confirmed. Please refer to Part 2, #6 of this Addendum.

**131. Section: 11.11**

**Page: 69**

**Question:** *The RFP restricts a Bidder's submission to 50 pages; however, the Technical Proposal requires in-depth responses, policies and procedures, plans, resumes, etc. which can take up much more than the allowable limit. Would the state consider increasing the 50-page limit to 100 pages?*

**Answer:** The NJSPB will modify the page limit for each program's Technical Proposal submission to 100 pages. Please refer to Part 2, #6 of this Addendum.

**132. Section: 11.11****Page: 69**

**Question:** *RFP page 69, Section 11.11 Proposal Content states that there is a 50-page limit on Section 2 – Technical Proposal (RFP Section 11.11.3). However, this proposal section requires in-depth responses to program requirements and submitted items that can take up significant space (for example, Disturbance Control Plan; Quality Assurance Program; job descriptions; contract schedule; mobilization and implementation plan). Will the NJSPB increase the page limit for Section 2 – Technical Proposal (RFP Section 11.11.3) to no more than 100 pages?*

**Answer:** Please refer to the answer to Question #131.

**133. Section: 11.11.1.5****Page: 71**

**Question:** *RFP page 71, Section 11.11.1.5 - Ownership Disclosure Form states that Bidders must complete an Ownership Disclosure Form. Please provide Bidders with a copy of this form, or provide a website link where this form may be downloaded.*

**Answer:** A copy of an Ownership Disclosure form is available at the following website link:

<http://www.state.nj.us/treasury/purchase/forms.shtml>

**134. Section: 11.11.1.6****Page: 71**

**Question:** *RFP page 71, Section 11.11.1.6 – Certification of Non-Involvement in Prohibited Activities in Iran states that the Bidder must certify to its investment activities. Should Bidders make this certification by providing a written statement within their proposal?*

**Answer:** Bidders must submit a completed Certification of Non-Involvement in Prohibited Activities in Iran form, which is available at the following website link:

<http://www.state.nj.us/treasury/purchase/forms.shtml>

**135. Section: 11.11.1.9****Page: 71**

**Question:** *Please verify if this contract is a Small Business Set Aside or which portion of it is. Clarify reference to “as indicated on page one of this document.”*

**Answer:** A Small Business Set Aside is not applicable to this procurement.

**136. Section: 11.11.1.9****Page: 71**

**Question:** *RFP pages 71-72, Section 11.11.1.9 – Small Business Registration for Set-Aside Contracts seems to say that only small businesses are eligible to bid on this contract. This seems to be an oversight, as many of the existing CRC Program Contractors are not small businesses. Please confirm that this RFP and the resulting contract award(s) are not solely limited to small businesses.*

**Answer:** Please refer to the answer to Question #135.

**137. Section: 11.11.1.9.1****Page: 72**

**Question:** *RFP pages 72-73, Section 11.11.1.9.1 - Small Business Registration for Set-Aside Contracts states that this is a contract with set-aside subcontracting goals. Please specify the percentage or dollar amount of the subcontracting goal.*

**Answer:** Please refer to the answer to Question #135.



**138. Section: 11.11.2.1**

**Page: 73**

**Question:** *RFP Section 11.11.2.1 – Business Registration states that the Bidder should submit with its proposal a copy of its valid Business Registration Certificate (BRC) and those of any named Subcontractors. Is a Subcontractor’s proof of registration as a small business acceptable as a valid BRC?*

**Answer:** If a Subcontractor is a registered small business, then they have a Business Registration Certificate; however, a Contractor selected to receive an award would have to present the Subcontractor’s BRC prior to contract award.

**139. Section: 11.11.2.2**

**Page: 74**

**Question:** *RFP page 74, Section 11.11.2.2 – Services Source Disclosure Certification Form states that the Bidder’s inclusion of a completed Services Source Disclosure Form within their proposal is requested and advised. Please provide Bidders with a copy of this form, or provide a website link where this form may be downloaded.*

**Answer:** A copy of a Services Source Disclosure Certification Form is available at the following website link:

<http://www.state.nj.us/treasury/purchase/forms.shtml>

**140. Section: 11.11.3.2**

**Page: 76**

**Question:** *This section asks the Bidder to indicate its ability to provide sex offender counseling services and to provide a per diem rate for these services. Would services to sex offenders be categorized under the “Additional Work and/or Special Projects” category?*

**Answer:** No. Sex offender counseling is specifically outlined in Section 3.12 Sex Offender Counseling Services.

**141. Section: 11.11.4.6**

**Page: 79**

**Question:** *It is our understanding that if Bidders submit the required certified financial statements, they do not need to submit a bank reference. Please confirm.*

**Answer:** In accordance with Section 11.11.4.6, the Bidder should submit a bank reference.

**142. Sections: 12.13.2 and 12.13.3**

**Pages: 84 and 85**

**Question:** *Are the Network Plan, Disaster Contingency Plan and Security Plan to be provided as part of the proposal or prior to contract award?*

**Answer:** The Network Plan, Disaster Contingency Plan and Security Plan are to be submitted prior to the contract start date.

**143. Section: 12.13.3**

**Page: 85**

**Question:** *Is a security plan required to be submitted with the Bidder’s proposal or after a contract award?*

**Answer:** Please refer to the answer to Question #142.

**144. Section: 12.19.1**

**Page: 89**

**Question:** *4.1 Indemnification states: “The Contractor’s liability to the State for actual, direct damages resulting from the Contractor’s performance or non-performance, or in any manner related to the contract, for any and all claims, shall be limited in the aggregate to 500% of the value of the contract, except that such limitation of liability shall not apply to the following:.....” Is “500% of the value of the contract” correct as stated in the paragraph above?*

**Answer:** Yes.

**145. Section: 13.0**

**Page: 92**

**Question:** *Could the NJSPB provide more detail as to which state officials will make up the evaluation committee?*

**Answer:** No.

**146. Section: 13.8**

**Page: 94**

**Question:** *Does the NJSPB contemplate negotiation for this proposal submission?*

**Answer:** Cannot be determined at this time. However, negotiations as indicated in section 13.8 Negotiation and Best and Final Offer (BAFO) may be utilized as determined by the NJSPB.

**147. Section: 4.0 through 10.0**

**Pages: Various**

**Question:** *Sections 4.0 through 10.0 contain specific requirements for this effort, however, they do not appear to be structured so that they fall under Section 3.0 Scope of Work. Is it the intention of the NJSPB to have the vendor address these sections in their proposal? Will writing for these sections be evaluated?*

**Answer:** Yes, the Bidder should address these sections in their proposal, which will be evaluated by the NJSPB.

**148. Sections: Various**

**Pages: Various**

**Question:** *There are a number of services described in the RFP, some of which have specified billable rates (fee-for-service) and others that presumably constitute part of the provider CRC per diem calculation. Can the NJSPB provide a chart to clarify pre-established reimbursement rates vs. per diem services?*

**Answer:** No.

**149. Sections: Various**

**Pages: Various**

**Question:** *Other than with employment/job retention issues, there is no mention of "outpatient services." If the CRC has historically provided sex offender and batterer treatment on an outpatient basis, is that still permissible? If yes, how is that cost to be demonstrated in the budget form?*

**Answer:** The Contractor may incorporate the provision of these services within their normal curriculum. However, as they are not required, no additional reimbursement will be provided by the NJSPB.

**150. Section: Various**

**Pages: Various**

**Question:** *Will an attachment with a chart showing all staff credentials, number of hours, etc. be accepted rather than the Contractor reiterating the same information for each section in the body of the proposal?*

**Answer:** No.

**151. Section: No Section Referenced**

**Page: No Page Number Referenced**

**Question:** *Is there a reason letters of support are not required for this RFP?*

**Answer:** No.

**152. Section: No Section Referenced**

**Page: No Page Number Referenced**

**Question:** *Are programs encouraged to develop routine monthly meeting schedules or protocols that encourage face-to-face sharing and review of information between the NJSPB representative or supervising agency representative and program staff and the Supervised Offenders to ensure ongoing monitoring of parolee's attendance, progress, participation and compliance?*

**Answer:** Yes.

**153. Section: No Section Referenced**

**Page: No Page Number Referenced**

**Question:** *Will there be new billing forms, daily reporting procedures, or reporting requirements? And if yes, will they be introduced prior to March 1, 2015?*

**Answer:** For both questions, the answer is yes.

**154. Section: Exhibit B, Schedule A: Telecommunications Page: 103**

**Question:** *RFP page 103, Exhibit B, Schedule A: Telecommunications, Item 1. (c.) states that the State's Main Telecommunications Closet (MTC) and the Intermediation Distribution Frame (IDF) room will require supplemental 24/7 cooling. If calculations determine that the sum of the Contractor's and NJSPB's telecom, network and security equipment does not warrant supplemental cooling, can the Contractor's facility use a recessed ceiling fan and a louvered IT room door?*

**Answer:** No.

**155. Section: Exhibit B, Schedule A: Telecommunications Page: 103**

**Question:** *RFP page 104, Exhibit B, Schedule A: Telecommunications, item 3. (a.) states that all office and workstation wiring shall be Unshielded Twisted Pair (UTP), Category 6 (22-24 AWG) cable or Cat6A cable. Can Contractors use Cat5e cable that provides adequate bandwidth speed of at least 20Mbps?*

**Answer:** No.

**156. Section: Price Schedule Instructions**

**Page: 107**

**Question:** *Are Bidders required to submit an hourly rate for additional work under Section 12.18?*

**Answer:** No.

**157. Section: Price Schedule Instructions**

**Page: 107**

**Question:** *This page has instructions regarding "price lines and costs as indicated on page 110 of the price schedule. There is no page 110 in the Bid Specifications. We will need that according to the remaining text.*

**Answer:** The Bid Specifications contain an incorrect page number reference to page 110. The correct page number is page 109 of the Bid Specifications. Please refer to Part 2, #7 of this Addendum.

**158. Section: Price Schedule**

**Page: 109**

**Question:** *Are rates provided for line items M. through P. in addition to the Bidder's proposed per diem rate?*

**Answer:** Yes.

**159. Section: Price Schedule**

**Page: 109**

**Question:** *Line L – is the Bidder required to submit a per diem, per person rate for Sex Offender Counseling Services? Page 21 Section 3.2 last bullet states “Sex Offender Counseling Services (if Contractor is proposing to provide this service).”*

**Answer:** Yes, if the Bidder is proposing to provide sex offender counseling services.

**160. Section: Price Schedule**

**Page: 108**

**Question:** *How Can Contractors request Cost of Living Adjustments (COLA's) each year to account for the impact of inflation on staff salaries and other operating costs? Will Contractors have an opportunity to request COLA's after contract execution?*

**Answer:** Cost of Living Adjustments will not be provided under this contract.

## **PART 2**

### **COMMUNITY RESOURCE CENTER PROGRAM**

#### ***ADDITIONS, DELETIONS, CLARIFICATIONS AND MODIFICATIONS TO THE RFP***

**1. Cover Page, Proposal Submission Date:**

The RFP originally stated:

Proposal Submission Deadline: **Monday, October 20, 2014 at 3:00 p.m.**

This statement shall be modified to read:

Proposal Submission Deadline: **Thursday, November 20, 2014 at 3:00 p.m.**

**2. Page 25, Section 3.5 Life Skills Training**

The RFP originally stated:

The Contractor shall provide the Phoenix Curriculum to address the proliferation of gang activities and affiliations involving Supervised Offenders. Each Supervised Offender must have a minimum of three (3) hours of anti-gang related programming prior to discharge. The anti-gang curriculum proposed by the Contractor shall be reviewed and approved by the NJSPB prior to implementation.

This statement is modified to read:

The Contractor shall provide the Phoenix Curriculum to address the proliferation of gang activities and affiliations involving Supervised Offenders. Each Supervised Offender must have a minimum of three (3) hours of anti-gang related programming prior to discharge.

**3. Page 26, Section 3.8 Drug and Alcohol Monitoring**

The RFP originally stated:

The Contractor shall be required to purchase and utilize the same single random drug and alcohol testing instruments as utilized by the NJSPB. Currently, the NJSPB utilizes drug and alcohol testing products manufactured by Redwood Toxicology Laboratory. The website for Redwood Toxicology Laboratory is [www.redwoodtoxicology.com](http://www.redwoodtoxicology.com). If the NJSPB were to select another drug and alcohol testing product manufacturer, the Contractor is required to purchase drug and alcohol testing products from said manufacturer.

This statement is modified to read:

The Contractor shall provide and utilize a single random drug and alcohol testing instrument, which shall be reviewed and approved by the NJSPB.

**4. Page 39, Section 4.14 Additional Office Space at CRC Programs in Atlantic and Union Counties**

The RFP originally stated:

The Contractor shall provide additional office space at the respective Community Resource Center Program locations in Atlantic and Union Counties for use by NJSPB Division of Parole staff.

This space, set aside from Community Resource Center Program operations by a wall with separate access and egress, will have one (1) enclosed office, four (4) desks for NJSPB Division of Parole staff, and a point of entry position. The entry door will have an electronic lock and entry mechanism activated from the point of entry position. The Contractor shall allow NJSPB Information Technology Unit to have access to this site location for the purposes of installation of required equipment and technological devices for NJSPB Division of Parole staff as outlined in Section 4.16 (Technology).

The Contractor shall incorporate the provision of the above contractual requirements into their bid response and include same in their per diem rate for CRC Program services. At these two locations, the provision of this office space is to be considered normal CRC Program operations.

This statement is modified to read:

Section 4.14 Additional Office Space at CRC Programs in Atlantic and Union Counties has been deleted from the RFP.

5. Page 45, Section 7.5 First Aid

The RFP originally stated:

All staff of the Contractor shall be trained and annually certified in first aid and Cardio Pulmonary Resuscitation (CPR).

This statement is modified to read:

All staff of the Contractor shall be trained and certified in first aid and Cardio Pulmonary Resuscitation. All staff must possess written certification of first aid and Cardio Pulmonary Resuscitation training, which shall be maintained by Contractor for review by the NJSPB on an annual basis to ensure they are current and valid.

6. Page 70, Section 11.11 Proposal Content

The RFP originally stated:

Section 2 – Technical Proposal (RFP Section 11.11.3) – NOTE: This section of the Bidder’s submission is limited to 50 pages or fewer, with no smaller than a 12 point font.

This statement is modified to read:

Section 2 – Technical Proposal (RFP Section 11.11.3) – NOTE: This section of the Bidder’s submission is limited to 100 pages or fewer, with no smaller than a 12 point font.

7. Page 79, Section 11.11.5 Price Schedule/Sheet

The RFP originally stated:

As the rate of reimbursement for services provided under price lines M, N, O and P have been established by the NJSPB, the Bidder does not have to provide a breakdown of costs with respect to these four price lines. However, the Bidder should reflect the price lines and costs as indicated on page 110 of the Price Schedule when submitting the price schedule/sheet with their proposal.

This statement is modified to read:

As the rate of reimbursement for services provided under price lines M, N, O and P have been established by the NJSPB, the Bidder does not have to provide a breakdown of costs with respect to these four price lines. However, the Bidder should reflect the price lines and costs as indicated on page 109 of the Price Schedule when submitting the price schedule/sheet with their proposal.

Page 107, Price Schedule Instructions

The RFP originally stated:

As the rate of reimbursement for services provided under price lines M, N, O and P have been established by the NJSPB, the Bidder does not have to provide a breakdown of costs with respect to these four price lines. However, the Bidder should reflect the price lines and costs as indicated on page 110 of the Price Schedule when submitting the price schedule/sheet with their proposal.

This statement is modified to read:

As the rate of reimbursement for services provided under price lines M, N, O and P have been established by the NJSPB, the Bidder does not have to provide a breakdown of costs with respect to these four price lines. However, the Bidder should reflect the price lines and costs as indicated on page 109 of the Price Schedule when submitting the price schedule/sheet with their proposal.